



**TOWN OF KNIGHTDALE**  
**PLANNING AND ENGINEERING COMMITTEE**  
**Meeting Minutes**

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**950 Steeple Square Court, Knightdale, North Carolina 27545**

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**November 13, 2012**

The Knightdale Planning and Engineering Committee met in the upstairs conference room in the Town of Knightdale Town Hall at 6:00 p.m. on November 13, 2012.

**ITEM I. CALL TO ORDER**

**...Councilor Tripp called the meeting to order at 6:01 p.m., Tuesday, November 13, 2012.**

**ATTENDING:** Councilor Tripp, Councilor Poirier, Mark Swan, Myron Kelly, Chris Hills, Fred Boone, Jeff Triezenberg, Courtney Jenkins, Matt Klem

**ITEM II. APPROVAL OF MINUTES**

**...Mr. Boone moved to approve the October 17, 2012 minutes. Councilor Poirier seconded. Without objection the motion carried unanimously.**

**ITEM III. OLD BUSINESS**

**A. Capital Projects Update**

First Ave. Phase I and II – Mr. Boone stated that on Monday, November 26th the temporary road closures will begin from Poplar Street to Oakwood Street. The improvements will begin north then move to south and lastly complete the middle portion. The Christmas parade will be taking an alternate route, which Parks and Recreation is handling. Construction of Phase II is scheduled to begin on December 3rd.

BB&T Right turn lane – Construction will resume on Monday, November 26th. Signal Contractors will relocate the signal pole and install the pedestrian signal. Then it will be repaved and completed.

Town Park – Construction is under way and the multi-purpose fields are starting to take shape. The playground is on schedule to be completed by the December 31<sup>st</sup> deadline.

Mingo Creek Greenway – Mr. Boone stated that currently the Town is accepting pre-construction submittals.

Interior Town Building Renovations – A mandatory pre-bid session was held and 5 contracting companies attended. The bids are due Friday, November 16<sup>th</sup>.

#### B. Park Sponsorship/Fund Raising

Mr. Hills discussed the brick option for park sponsorships. There are associated upfront costs that can cause possibly a long delay from generating profit. Mr. Hills stated he will continue to work with the Finance Department to obtain the cost information for the next meeting.

Mr. Triezenberg believes a successful option is to pre-sell pavers up front and stated there is enough time to incorporate it into Phase II. Another good option could be to incorporate diversity with multiple price points. He also suggested a name plate program for various large stone slabs throughout the park. He thinks the plaques on the fence rails are too formal and could appear cluttered. Mr. Triezenberg stated that the cost of the item versus the donation amount needs to be considered.

Councilor Tripp suggested the different price points could be associated with a part of the park that might be meaningful to that individual or company, such as sponsoring the dog park or playground. He also suggested the park could have a tree with gold, silver and bronze leaves that signifies different levels of sponsorship.

Councilor Poirier discussed a tree that is located at Knightdale Baptist and is enclosed in glass naming sponsorships as another possibility. He also suggested that fields could be named after sponsorships.

Councilor Tripp believes that there should only be one, individualized sponsorship allowed for the bigger items, such as the picnic shelters, and there should be a higher cost associated.

Mr. Triezenberg discussed incorporating a plaza later on in the project.

Mr. Hills agreed that could be the best option for pre-selling. The Park Bond Referendum has passed, therefore some decisions will need to be reached and Ms. Cheek and the Parks and Recreation Board will need to approve ideas as well. Mr. Hills distributed a list of possible sponsorship options and asked the Committee to write next to each item what they believe a fair sponsorship fee would be and bring it back to the next meeting.

### ITEM IV. NEW BUSINESS

#### A. Discussion of Ideas for Future CIP projects

Councilor Tripp stated future CIP projects could include street repaving/pavement marking programs. Another suggestion was lighting along Knightdale Boulevard.

Councilor Poirier recommended focusing on improving the Town's gateways. He also suggested focusing on pedestrian connections, such as Carrington Woods.

Mr. Hills stated these are ideas for long range projects that would most likely not occur until at least 2015-2016. Mr. Hills discussed that the Pedestrian Plan does help the Town obtain grants and the Town will be counting on developers to help as well.

Councilor Poirier proposed lighting for the multi-purpose fields at the new Town Park.

Councilor Tripp asked if there was a need for an additional building for Public Works.

Mr. Boone responded yes and stated Public Works is running out of room as new equipment is purchased.

Councilor Poirier suggested discussing future project ideas every other month to create a running list of ideas. Mr. Hills agreed and stated he would keep it on the agenda.

B. Submittal Fees/Time Limits for Building Permits

Mr. Hills discussed creating a policy for permit applications regarding submittal fees and time limits. Currently there is not a time limit for when an individual or company picks up and pays for the permit. He suggested 6 months as a reasonable amount of time. It was proposed that the applicant pay the \$75.00 Knightdale processing fee up front, there would not be any extra fees added.

The Planning & Engineering Committee agreed the Planning Department should move forward with creating a time limit and upfront fee for new residential and addition permits.

ITEM V. OTHER BUSINESS

None

ITEM VI. ADJOURNMENT

**... Without objection, the meeting was adjourned at 6:47 p.m.**



Attest, Chairman of the Planning and Engineering Committee, Dustin Tripp



Clerk to the Planning and Engineering Committee, Courtney Jenkins